

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 04-011**

**TO:** Charter School Administrators, Directors, Principals

**FROM:** Maggie Singler

**DATE:** October 14, 2003

**SUBJECT:** October 15, 2003 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The October 15, 2003 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts> . If you need help finding or viewing these reports please contact a Regional Training Center (RTC) <http://www.ade.az.gov/rtc>.

**All eligible charter schools have been paid based on student lists submitted by September 19, 2003 or if applicable, 40th day counts due by September 30, 2003.** In order to receive an October charter payment, charters must also have submitted a calendar online and a completed/signed M&O Deduct form by September 19, 2003. **All charter schools, regardless of sponsorship, must have submitted a student list or 40<sup>th</sup> day ADM utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for an October payment.** It is the responsibility of each charter school to verify that the Charter School Estimated Count report, or ADMS46-1 Report for 40<sup>th</sup> day if applicable, posted on their web page (<http://www.ade.az.gov/districts> ), accurately reflects the data submitted.

In the event that you did not receive an October 15, 2003 payment, it may be due to missing or late submitted forms and/or student lists or 40<sup>th</sup> day ADM. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued.

Future payments will be based on the 40<sup>th</sup> and 100<sup>th</sup> day SAIS information submitted by your Charter. If your Charter has not reached its 40<sup>th</sup> day plus 12 days, your payments will continue to be based on the latest submitted FY2004 enrollment lists. Charter schools should revise their estimated counts each month to accurately reflect the actual student registration, until the charter has reached its 40<sup>th</sup> day. If you have questions about student counts or other required information please call Steve Murosky at (602) 542-8239 or by email at [smurosk@ade.az.gov](mailto:smurosk@ade.az.gov) .

FY03 adjustments for 200 days will be processed for the November 17, 2003 payment calculation. Charters must have prior approval from their sponsoring board, the school calendar must reflect 200 session days and the FY2004 budget worksheets on file with ADE must reflect the increase and be submitted by December 31, 2003. If you did not receive the 200 day adjustment and expected to receive it, please check your calendar and FY'04 budget worksheets to ensure each reflect the appropriate adjustments for 200 days.

If you have any concerns regarding your equalization calculation or payments please contact me at (602) 542-8244 or by email at [msingle@ade.az.gov](mailto:msingle@ade.az.gov) .

October 15, 2003